

MONTANA FISH, WILDLIFE & PARKS
INTERN PROGRAM ANNOUNCEMENT

EMPLOYER: Montana Fish, Wildlife & Parks, Parks Division

CONTACT PERSON'S NAME/TITLE: Dale Carlson- Bannack State Park Manager

ADDRESS: 4200 Bannack Road, **CITY:** Dillon **STATE:** MT **ZIP:** 59725

PHONE: 406-834-3413

EMAIL ADDRESS: dalec@mt.gov

DATE OF ANNOUNCEMENT: Tuesday, January 20, 2015

APPLICATION DEADLINE: Friday, March 6, 2015 at 5:00 PM (postmarked)

****STUDENTS MUST BE CURRENTLY ENROLLED IN A UNIVERSITY/COLLEGE****

POSITION TITLE: Park Ranger Intern

OF POSITIONS: 1

LOCATION(S): Bannack State Park

WORK START/END DATES: Approx. 5/25 - 8/14

HOURS/WEEK: 40

TRAINING/ORIENTATION DATES: To Be Announced.

COMPENSATION (PAY, PER DIEM, HOUSING, VEHICLE, ETC): \$10.00 per hour, per diem if warranted and use of a shared state vehicle when performing duties.

POSITION DESCRIPTION:

Incumbent will assist with a wide range of duties to get an overall perspective of the operation of an important historic state park. Duties will include:

1. Staff the visitor center 1 day per week. Duties include operating audio visual equipment, answering visitor's questions, operating the cash register for day use permit sales and book sales, obtaining information from potential oral history candidates and performing routine cleaning duties.
2. Work with the park maintenance crew one day every other week performing routine maintenance tasks to learn the importance of these activities in park operations. Duties may include lawn mowing and campground maintenance and specialized maintenance tasks such as historic building stabilization. Create an Excel spreadsheet for maintenance staff to record various duties and hours required. Create a safety manual in hard copy and electronic versions.
3. Assist with planning and conducting Bannack Days on the third weekend in July. Assist in recruiting additional volunteers for the event.
4. Develop and conduct interpretive tours of Bannack and assist with conducting school tours.

5. Help with the continued development of the Birdseye View Trail.
6. Assist with night observation of park leavening per week. Provide education to visitors on camping fees and park regulations.
7. Become familiar with budgets, rules and regulations, and administrative duties of operating the park.
8. Inventory and maintain Bluebird Boxes.
9. Recruit, work with and supervise volunteers on various projects and events.

SKILLS, ABILITIES, KNOWLEDGE NEEDED (EDUCATION; UNDERGRAD/GRAD LEVEL, SUGGESTED/REQUIRED MAJORS):

Applicant must be currently enrolled in an accredited university or college. Helpful course work would include parks and resource management, history, geology and interpretation. Experience in a variety of computer programs such as Word, Excel, Past Perfect, GIS, etc. Good writing and verbal communication skills are essential.

APPLICATION MATERIALS/PROCEDURES (RESUME, COVER LETTER, REFERENCES, ETC.): Please send a brief resume and cover letter to the contact person listed above via email or postal service.

ADDITIONAL INFORMATION: (;HOUSING OF ANY KIND PROVIDED OR POSSIBLY AVAILABLE I.E. TRAILER, FREE CAMP SPOT, BASEMENT APARTMENT, EXTRA SLEEPING ROOM, ETC.)

Park managers will assist in locating low cost housing in the area, and may be able to provide a location for recreational vehicle or travel trailer if provided by the intern.